

**Director of Financial Services-**

Community Living Options, a Kalamazoo-based non-profit organization is seeking a highly-organized, self-motivated individual to serve as Director of Financial Services. This is a day-to-day, hands-on role responsible for payables, financial statement preparation, budgeting, forecasting, reporting, audits, and oversight of billing functions. Minimum qualifications include a Bachelor's degree in accounting or finance, at least 4 years of financial management experience, and working knowledge of accounting systems and spreadsheet programs. Experience within a non-profit organization, demonstrated knowledge of Peachtree and ADP, and familiarity with the Community Mental Health system are preferred. Starting salary \$59,976 + benefits. Please submit a resume and letter of intent to Community Living Options, 626 Reed St. Kalamazoo, MI 49001, fax to 269-343-0054, or e-mail same to [kburpee@communitylivingoptions.org](mailto:kburpee@communitylivingoptions.org) by September 9, 2016. EOE-M/F/H/V  
[communitylivingoptions.org](http://communitylivingoptions.org)

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